

Realty Tab –

Purpose

This chapter explains and clarifies IHS real property management principles, policies, and procedures. The scope includes all real property that is owned, leased, or utilized in carrying out the responsibilities of the IHS. The same principles, policies, and procedures for real property management apply to federally-owned and contractor-operated facilities.

Objectives

The IHS Real Property Management Program is designed to: (1) Provide information and technical consultation on control and management of real property under the administrative jurisdiction of the IHS. (2) Provide guidelines and procedures for the acquisition, utilization, and disposal of owned and leased real property.

Policy

It is the policy of the IHS to develop, establish, assess, improve, correct, and report on the effective and economical management and utilization of IHS-held real property. All IHS managers will protect the public interest by assuring real property is utilized to its highest and best use and to the most effective and economical extent possible. It is IHS policy to: (1) Ensure that all IHS management levels are responsible for the effective and economical use of real property. (2) Protect the public interest by applying asset accountability management principles thereby ensuring the effective and economical use of real property. (3) Support the IHS mission to raise the health status of American Indians and Alaska Natives to the highest level possible.

Background

The Federal Property and Administrative Services Act of 1949 (40 United States Code (U.S.C.) 483 and Part 41, Code of Federal Regulations (CFR), Chapter 101), is the principal directive and guideline for managing real property. Additional laws and executive initiatives also affect the IHS management of real property.

Definitions –

Acquisition

To acquire ownership of real property through transfer, donation, gift, or purchase; or to obtain a non-ownership interest in real property through lease, assignment, permit, or license.

Area Realty Officer (ARO)

The Area person accountable and responsible for real property, leasehold, and quarters management activities in the designated Area.

Building - Permanent

Intended for long-term occupancy or use; or built of materials intended for long life, more than 20 years usage.

Building - Temporary

It may exist or be erected to meet an urgent need for a limited time and usage; intended for a short, as opposed to long term occupancy; designated as a short term location of an office or activity; or built of materials intended for short life.

Building - Relocatable

This term connotes the mobility of a building or structure, regardless its designation as either permanent or temporary. It includes those buildings which can be readily moved from place to place, either intact or on skids, wheels, or other vehicles; or dismantled, disassembled, relocated or re-erected.

Disposal

The sale, transfer (with or without exchange of funds), donation, destruction and/or abandonment of real property.

Easement

An interest in land granted for a specific purpose, such as highway utility line, etc.

Gross Area

The sum of the floor areas in square meters computed by measuring from the normal outside face of the exterior walls, disregarding architectural setbacks, or projections, cornices, pilasters, and buttresses, and including all stories or areas which have floor surfaces and a clear standing headroom of 2 meters or more. Gross area includes basements (except unexcavated portions), attics, garages, roofed porches, mezzanines, loading platforms, shipping platforms, penthouses, mechanical equipment floors, lobbies and corridors.

Capital Improvement to Land

Any improvement over \$5,000 which is part of the preparation of the land for use, such as clearing, drainage, grading, and landscaping. Also, the removal, relocation or razing of existing structures or facilities not used to restore land to its original state.

Capital Improvement to Buildings and Facilities

Any improvement over \$5,000 which affects the capacity or changes the basic design of the property, such as: The addition of wings, porches, etc.; Major alterations which affect structural quality; Installation of air-conditioning systems, elevators, fire escapes, storm windows, insulation and similar items which were non-existent when the property was

constructed; and Conversion and improvement of major utility systems.

Joint-Use Space

Space serving the functional requirements of more than one organization. The joint-use space to each other is based upon the ratio of "people related" space (office and special types) occupied by assignee to the total space within the building or facility.

Lease

A contract which conveys the right of occupancy and use of real property, under certain conditions, for consideration.

Net Usable Square Meters

Calculated area available to be leased for occupancy by personnel and equipment.

Net Rent

The consideration paid for the use of leased premises exclusive of the value of any services which may be furnished under the lease.

Owned Real Property

As used in this chapter is defined as real property owned by the United States and under the control of this Department, HHS. It does not include real property leased or assigned by a non-Government individual organization, or to properties under the control of another Government agency and assigned to Department activities on a use permit basis.

Quarters

The general term "quarters" may identify any of several type of Government-controlled housing facilities which are or can be assigned to personnel employed at facilities of the IHS. The term "quarters" is also used in the M&I/E section and has a completely different definition as the one stated above for real property.

Real Property

Any interest in land, together with the improvements, structures, and fixtures located thereon (including prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers with or without under-carriages), and appurtenances thereto, under the control of any Federal Agency.

Rent

The rent charged by GSA for space assigned to IHS in government-owned or leased property. The RENT rate approximates charges for comparable space and services available in the private sector.

Surplus Real Property

Excessed Federal property which has been screened against the needs of the Government, and which has been determined to be of no further need to Federal agencies. Under 41 CFR 101-47.3, surplus real property may be made available to cities, counties, states, and other non-profit entities through a public benefit allowance conveyance.

Trust Lands

Land for which the Government is exercising the powers of trustee. In 1955, the Indian Health Service's functions were separated from the Bureau of Indian Affairs, DOI through Public Law 83-568, known as the Indian Health 'Transfer Act' (42 U.S.C. 2001-2004). That law gives IHS trustee authority and responsibility for lands supporting IHS-held, Government-owned hospitals, clinics, housing, and associated facilities.

When buildings on IHS-held Trust land are declared excess, the IHS trustee responsibility for the land associated with those buildings is retransferred to the Secretary, Department of Interior, who continues the trustee responsibility and makes available the land for the use and benefit of the relevant tribe.

Use Permit

An interagency agreement granting the temporary use of space controlled by on Federal agency to another Federal agency.

Realty Tab –

Main Switchboard

Realty | Lease | MIE | FEDS & Env | Project | Self Gov | Energy | Historical | Admin

Forms:

- ☐ RPI (IHS-Owned and Trust)
- ☐ RPI - Archived / Deleted Installations
- ☐ RPI Datasheet View
- ☐ RPI - Deleted BLS
- ☐ RPI & MIE Activity Log
- ☐ Insert New Projected Building, Structure
- ☐ Misc Site Info

Reports:

- ☐ RPI
- ☐ Area Summary
- ☐ IHS Summary
- ☐ Realty Asset Management Reports

Preview before print? ☒

Forms –

RPI (IHS-Owned and Trust)

This form is the official real property inventory updated by HQ used to keep track of the buildings, land, and structures and their capitalized value. It holds all the attributes for the building, e.g., size, construction type, use description, etc.

RPI-Archived/Deleted Installations

This form shows all archived and deleted installations that have been removed from the inventory, either by transfer to another federal agency or turned over to a tribe for non-health care usage. It can only be updated by Headquarters.

RPI Datasheet View

This form is a datasheet view of the RPI. The User can select whether to display buildings, land, or structures. It can only be updated by Headquarters.

RPI – Deleted BLS

This form is a datasheet view of the RPI of deleted buildings, structures, and land. It can only be updated by Headquarters.

RPI & MIE Activity Log

This form allows the User to view who has made which changes to the RPI. It is most often used by Headquarters.

Insert New Projected Building, Structure

This form is used to enter a new building or structure. Real Property code will remain "P" until verified/validated by Headquarters. Users must be assigned at least an Area Facilities role to enter the proposed item.

Misc Site Info

This form is used to enter additional information about buildings, structures, and land. Such as Funds Manager, Installation Name, number of personnel, etc.

RPI (IHS-Owned and Trust) –

RPI Form (IHS Owned and Trust)

Navigation Box ---> Area: OK Instllo. 11493 PHS Indian School Health Ctr Address: 2415 Massachusetts Ave Zip: 66044 State: KS Zip suff: 50

PropType: G Histor: 0 GSA Surv Yr: City Cost Factor 1 City: LAWRENCE H/Best Use: Excess: Rec Status: 1 County: DOUGLAS

User ID: ascully Last Update Date: 7/19/2002

Buildings Structures Land

Navigat. Box -> Bld No. 00101 Sub-BLS No. 0 Trans Code N Action Use Descip. Other Institutional GSM GSF Detailed Descip. Health Station, School Related 1,449.2 15,600 RP Code 302902 No. of Bldgs. 1 Steward U Potential Owner 438 Contract Arrangmt NONE Est. Cost Indicator Condition 1 Disposal V Neg. Cost Indicator Construction PM Standard A

User ID: abolling Last Update Date: 2/2/2004

Capital Improvements Sub-Buildings

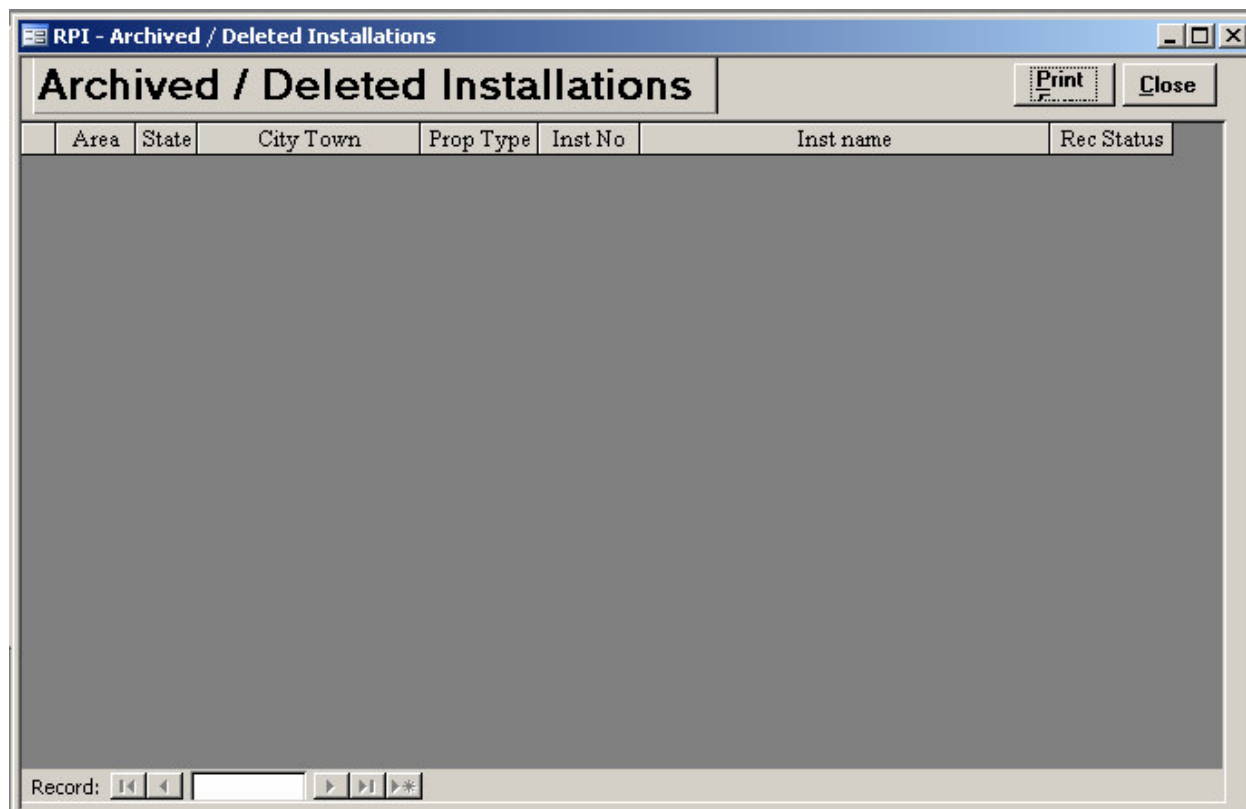
Code	Entry Date	Description	Cap Date	Appr Date	Expenditure	Proj
Org	9/30/1997	Original Aquisition Cost	1/1/1979		\$1,399,000	

Record: 1 of 3

Record: 1 of 13

This form can only be updated by Headquarters. Users can view the information for each building. If data are incorrect, the Area Facility Engineer or Area Realty Officer can request that the data be corrected. Changes can only be made by Headquarters and supporting documentation must accompany requests for changes.

RPI-Archived/Deleted Installations –



Area	State	City Town	Prop Type	Inst No	Inst name	Rec Status
------	-------	-----------	-----------	---------	-----------	------------

Record: [Navigation Buttons]

This form shows all archived and deleted installations that have been removed from the inventory, either by transfer to another federal agency or transferred to a tribe for non-health care use. It can only be updated by Headquarters.

RPI Datasheet View –

RPI Datasheet View

☐ Buildings

☐ Land

☐ Structure

Close Form

Real Property --- Buildings											
Area	Inst No	Inst name	Prop	State	County	City Town	Bls No.	Sub BLS No	Trans		
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	00101	0	N		
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	00102	0	N		
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	00103		P	T	
OK	37552	PHS Indian Health Center	G	OK	CADDO	ANADARKO	00001	0	N		
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	00412	0	N		
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	00413	0	N		
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	-		D		
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	0414		N		
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	411		P	P	
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	00409	0	N		
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	00410	0	N		
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	00411	0	N		
OK	11529	PHS Indian Hospital	G	OK	CUSTER	CLINTON	00201	0	N		

Record: 1 of 81

Record: 1 of 1

This form is a datasheet view of the RPI of buildings. It can only be updated by Headquarters.

RPI Land - Datasheet

Real Property --- Lands

Print Form Export to Excel Close

Area	Inst No	Inst Name	Prop	State	County	City Town	Bls No.	Sub BLS	Trans Code
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	00000	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	00000	0	N
OK	11529	PHS Indian Hospital	G	OK	CUSTER	CLINTON	00000	0	N
OK	11533	PHS Indian Hospital	G	OK	COMANCHE	LAWTON	00000	0	N
OK	12735	Hospital Land	T	OK	COMANCHE	LAWTON	A0000	0	N
OK	37557	Hospital Land	T	OK	PAWNEE	PAWNEE	00000	0	N
OK	37563	PHS Indian Health Center	G	OK	SEQUOYAH	SALLISAW	A0000	0	N
OK	11537	PHS Institutional Support	G	OK	CHEROKEE	TAHLEQUAH	00000	0	N
OK	37553	W W HASTING HOSPIT.	G	OK	CHEROKEE	TAHLEQUAH	00000	0	N
OK	11536	PHS Institutional Support	G	OK	LE FLORE	TALIHINA	A0000	0	N
*									

Record: 1 of 10

Record: 1 of 1

This form is a datasheet view of the RPI of land. It can only be updated by Headquarters.

RPI Structure - Data Sheet

Real Property --- Structures

Print Form Export to Excel Close

Area	Inst No	Inst Name	Prop	State	County	City Town	Bls No.	Sub BLS	Trans Code
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	90000	0	N
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	91000	0	N
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	98600	0	N
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	98800	0	N
OK	11493	PHS Indian School Health	G	KS	DOUGLAS	LAWRENCE	98900	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	10001	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	98600	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	98601	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	98802	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	98900	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	99801	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	10003	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	98602	0	N
OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	98901	0	N

Record: 1 of 75

Record: 1 of 1

This form is a datasheet view of the RPI of structures. It can only be updated by Headquarters.

RPI – Deleted BLS –

RPI - Deleted BLS

Deleted Buildings, Structures, Lands
Print
Export to Excel
Close

	Area	Inst No	Inst name	Prop	State	County	City Town	Bls No.	Sub E	Trans	Action
▶	OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	10003	0	D	
	OK	11528	PHS Indian Hospital	G	OK	ROGERS	CLAREMORE	-		D	
	OK	11533	PHS Indian Hospital	G	OK	COMANCHE	LAWTON	99900	0	D	
	OK	11533	PHS Indian Hospital	G	OK	COMANCHE	LAWTON	ADD		D	
	OK	37563	PHS Indian Health Center	G	OK	SEQUOYAH	SALLISAW	00002	0	D	
	OK	37563	PHS Indian Health Center	G	OK	SEQUOYAH	SALLISAW	98001	0	D	
	OK	37563	PHS Indian Health Center	G	OK	SEQUOYAH	SALLISAW	98001	0	D	
*											

Record: 1 of 7

Record: 1 of 1

This form is a datasheet view of the RPI of deleted buildings, structures, and land. It can only be updated by Headquarters.

RPI & MIE Activity Log –

RPI & MIE Activity Log Filter Form

RPI & MIE Activity Log Preview before print? ☒

Update By:

Update From(date):

To:

Area:

State:

City Town:

Property Type:

Installation No:

Updates to the following tables

- ☒ Address
- ☐ BLS
- ☐ Sub Buildings
- ☐ Leases
- ☐ Capital Improvement

MIE related fields updates

- ☐ BLS

Run Report **Clear Selection** **Exit**

This form allows the User to view who has made which changes to the RPI. It is most often used by Headquarters.

Insert New Projected Building, Structure –

Add a New Projected Building, Structure

Add a Projected Building, Structure

Select an Installation: City or Town:
Installation:

Bls No. Trans Code Area Notes:

Use Descrip.
Detailed Descrip.
RP Code
Owner
M&I Fund Mgr
Equip Fund Mgr

Projected Building **Projected Structure**

GSM Contract Arrangmt
Projected Online Date Construction
Location Index Intensity of Use
Replacement Cost

User ID: Last Update Date:

Record: of 1

This form is used to enter a new building or structure. The Real Property code will remain "P" until verified/validated by Headquarters. Users must be assigned at least an Area Facilities role to enter the proposed item.

The following window shows the **"Projected Structure"** tab of the above form:

Projected Building **Projected Structure**

Quantity
Quantity Description
Contract Arrangmt
Projected Online Date

User ID: Last Update Date:

Record: of 1

Misc Site Info –

Site Navigation Form

Choose a site below and click the "Update Site Information" button below:

Area	Funds Manager	State	City or Town	Install #	Install Name	P	Total SM	Last FCS	Next FCS	Facilities
OK	HEART OF AMERICA	MO	KANSAS CITY	OK340	MORNING STAR OUTREACH	O	28.7			
OK	IHS--CLAREMORE SU	OK	CLAREMORE	03318	Hospital Parking Lot	L				
▶ OK	IHS--CLAREMORE SU	OK	CLAREMORE	11528	PHS Indian Hospital	G	10,083.8	1992	1997	Charles J.
OK	IHS--CLINTON SU	OK	CLINTON	11529	PHS Indian Hospital	G	3,816.5	1991	1996	Duane M
OK	IHS--CLINTON SU	OK	EL RENO	03263	EL RENO INDIAN HEALTH CENTER	L	829.3			
OK	IHS--CLINTON SU	OK	WATONGA	03045	IHS HEALTH CENTER	L	385.5		1994	
OK	IHS--HASKELL SU	KS	LAWRENCE	11493	PHS Indian School Health Ctr	G	1,578.5	1992	1998	Bob Hub
OK	IHS--HASKELL SU	KS	WICHITA	OK37A	HUNTER HEALTH CLINIC	O	120.8			
OK	IHS--HOLTON SU	KS	HOLTON	03062	INDIAN HEALTH CENTER	L	494.0		1994	

Record: 47 of 104

This form is used to select the site you would like to view/update.

When the "Update Site Information" button is selected, the following form will be displayed. This form contains additional information about the installation that can be updated by the User. The Site Descriptor field can be used to enter the common name of the installation. Once the name is entered into the Site Descriptor field, that name will be used rather than the Installation Name.

Misc Site Information

Area: Property Type: City:

Address ID: State: Install Name:

Site Descriptor:

Facility Manager Information:

Name:

Phone:

Number of Facility Personnel:

Permanent:

Part-time:

Misc Area Notes:

Comprehensive Energy Audits:

Next Audit (i.e., 2005):

Last Audit (i.e., 1992):

Name of Last Firm:

Copies Sent to HQE:

Facilities Condition Surveys:

Next Survey (i.e., 1999):

Last Survey (i.e., 1999):

Name of Last Firm:

When the "Update BLS Descriptor" button is selected, the following form will be displayed. This form is an alternate way for the User to enter a common building description rather than using the Real Property description. It is proposed to use the site descriptor rather than the installation name once the site descriptor fields get populated

Misc Site Information

area: Property Type: City:

Address ID: State: Install Name:

BLS records:

	BLS No	BLS Descriptor	Trans Code	RP Gen	RP Detail
▶	00000		N	Institutional	Land used for institutional
	00409		N	Hospital	Hospital, 51 - 100 beds
	00410		N	Office	Environmental Health &
	00411		N	Other Institutional	Outpatient Clinic, Limited Staff
	10001		N	All Other Structures	Fence, Chain Link
	98600		N	Utility Systems	Heat, Natural Gas Main

Record: of 24

Save and Close

Reports –

RPI

This report is the official Real Property Inventory that displays an itemized listing of each installation and building. Changing the year will display current inventory with the FY selected in the header, i.e., the data displayed will be the same regardless of the year and quarter selected only the date in the header will change.

RPI Report - Area Filter

Please select Fiscal Year and Quarter for RPI/Lease reports title:

Year: 2002

Quarter: 4th Quarter

Preview the Quick RPI Detailed Report

(Or, preview a more detailed and time-consuming report. To print all Areas don't select any Areas)

OK Oklahoma City

Run RPI Report

Close

Area Summary

This report is a one page summary of the Area's RPI report summarized by Use Description. It displays the total number of buildings, land, and structures, dollar values, square footage, and depreciation. Changing the year will display current inventory with the FY selected in the header, i.e., the data displayed will be the same regardless of the year and quarter selected only the date in the header will change.

Report - Area Filter

Please select Fiscal Year and Quarter for RPI reports title:

Year: 2002

Quarter: 4th Quarter

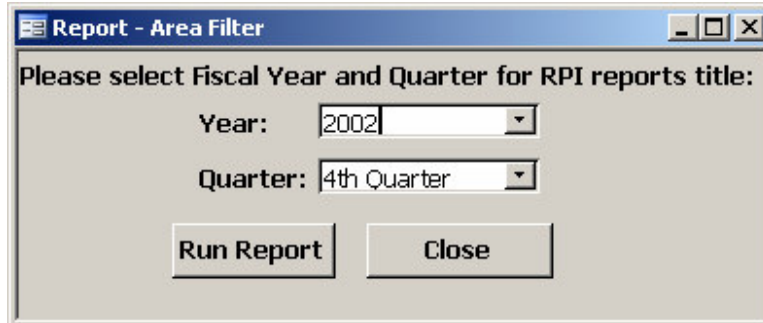
Run Report

Close

IHS Summary

This report is a one page summary of the IHS-wide RPI report summarized by Use Description. It displays the total number of buildings, land, and structures, dollar values, square footage, and depreciation. Users at the Area level will see only data for their Area and this report will be identical to the Area Summary. Changing the year will display current inventory with the FY selected in the header, i.e., the data displayed will be the same regardless of the year and quarter

selected only the date in the header will change.



A dialog box titled "Report - Area Filter" with a standard Windows window border. The text inside says "Please select Fiscal Year and Quarter for RPI reports title:". Below this, there are two dropdown menus. The first is labeled "Year:" and has "2002" selected. The second is labeled "Quarter:" and has "4th Quarter" selected. At the bottom, there are two buttons: "Run Report" and "Close".

Report - Area Filter

Please select Fiscal Year and Quarter for RPI reports title:

Year: 2002

Quarter: 4th Quarter

Run Report Close

Realty Asset Management Reports

These reports are useful to Finance during quarterly and yearly close-outs.



A window titled "IHS Real Property Asset Management" with a teal background. It contains several sections of reports, each with a small square icon to its left. The sections are: "Deferred Maintenance:" with a link "Deferred Maintenance"; "Construction in Progress and Projects:" with links "Detailed Project Reports" and "CIP Estimate Reports"; "Capital Improvement and Depreciation Reports:" with links "Adds, Deletes, Adjustment Reports for Capital Improvement" and "Depreciation Reports"; and "General Real Property Reports:" with links "Real Property Detail Report (flat version)", "Area Summary", and "IHS Summary". A "Close" button is in the bottom right corner.

IHS Real Property Asset Management

Deferred Maintenance:

☐ [Deferred Maintenance](#)

Construction in Progress and Projects:

☐ [Detailed Project Reports](#)

☐ [CIP Estimate Reports](#)

Capital Improvement and Depreciation Reports:

☐ [Adds, Deletes, Adjustment Reports for Capital Improvement](#)

☐ [Depreciation Reports](#)

General Real Property Reports:

☐ [Real Property Detail Report \(flat version\)](#)

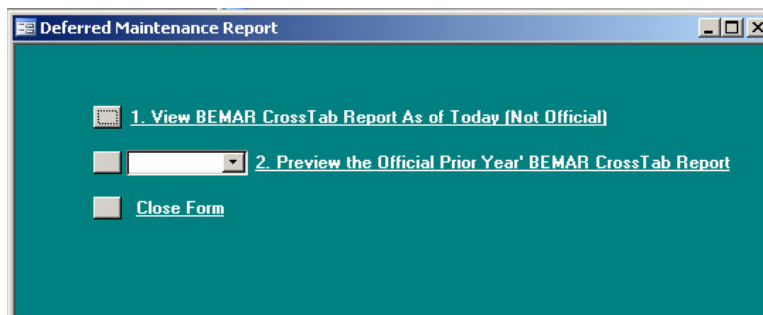
☐ [Area Summary](#)

☐ [IHS Summary](#)

☐ Close

Deferred Maintenance –

The “**Deferred Maintenance**” button is used to produce the BEMAR report. Selecting this button will open the following window:

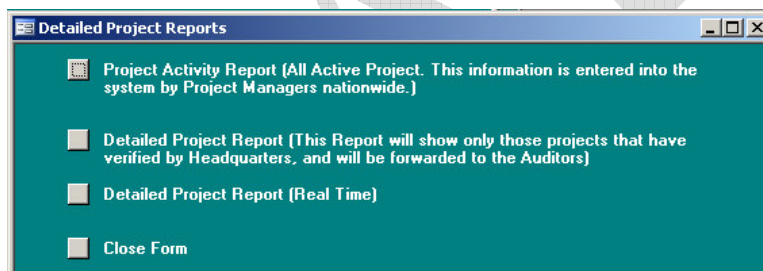


Selecting the first button will generate a table with each deficiency description on one row and each Area in one column. The bottom row displays the total dollar value of deficiencies for each Area and the right column shows the total dollar value of deficiencies for each deficiency type. The report is unofficial but contains the most current data.

Selecting the second button will allow the User to select data from one of the previous four years and generate a table with each deficiency description on one row and each Area in one column. The bottom row displays the total dollar value of deficiencies for each Area and the right column shows the total dollar value of deficiencies for each deficiency type. The report is unofficial but contains the most current data.

Detailed Project Reports –

Selecting the “**Detailed Project Report**” button will open the following window:



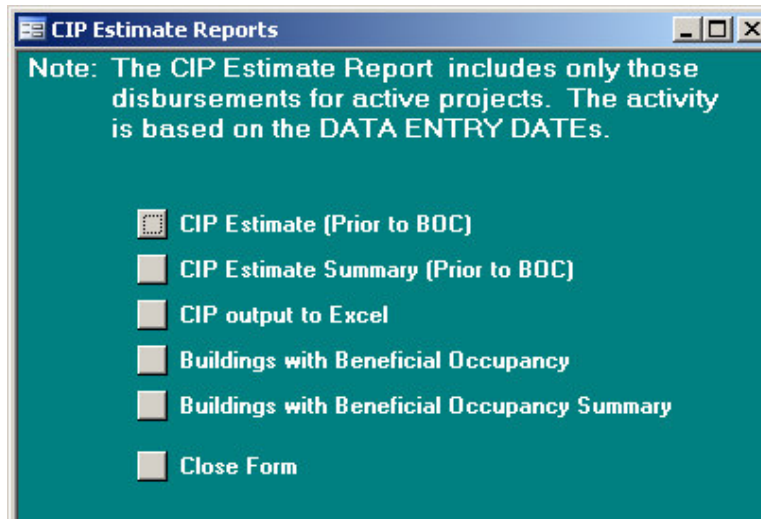
The “**Project Activity Report**” provides a summary of all projects within the Area. For each project, the summary includes the project number, scope of work, which buildings are affected, which FEDS deficiencies are being addressed/corrected, and all pertinent financial data.

The “**Detailed Project Report**” provides detailed information for each project. This option displays information only for projects that have been verified by Headquarters. The information includes project name and number, project managers, a brief narrative, status, projected and actual BOC dates, which buildings are affected, and pertinent contract and payment data.

The “**Detailed Project Report (Real Time)**” provides detailed information for each project. This option displays information for all projects within the Area. The information includes project name and number, project managers, a brief narrative, status, projected and actual BOC dates, which buildings are affected, and pertinent contract and payment data.

CIP Estimate Reports –

Selecting the “**CIP Estimate Reports**” button will open the following window:



Selecting any of the first three buttons will show current projects that have not yet reached their BOC date and are not expensed. The last two buttons will produce reports similar to the first three but are after BOC and include estimated depreciation

The **CIP Estimate (Prior to BOC)** report provides a listing of all active projects that have not yet reached their BOC date. It contains project name, number, and title and all payments made toward that project during each of the four quarters of the current fiscal year. It is used mainly by Headquarters Finance to satisfy reporting requirements.

The **CIP Estimate Summary (Prior to BOC)** report provides a summary, by Area, of all active projects that have not yet reached their BOC date. It contains project name, number, and title and all payments made toward that project during each of the four quarters of the current fiscal year. It is used mainly by Headquarters Finance to satisfy reporting requirements.

The **CIP Output to Excel** allows the User to save the CIP as an Excel spreadsheet to facilitate manipulation and presentation of the data.

The **Buildings with Beneficial Occupancy** report provides a summary of projects that are past their BOC date. It includes the location, project number, installation number, project title, estimated BOC date, useful life, cost estimate, estimated depreciation, and estimated depreciated value.

The **Buildings with Beneficial Occupancy Summary** report provides an Area summary listing the number of projects, total cost estimate, total estimated depreciation, and total estimated depreciated value.

Adds, Deletes, Adjustment Reports for Capital Improvement –

Selecting the “**Adds, Deletes, Adjustment reports for Capital Improvement**” button will open the following window:

Additions, Deletions, and Adjustment Reports

Note: The Adjustments, Deletions, and Additions Reports are based on the DATA ENTRY DATE recorded in the Capital Improvement Table. The DATA ENTRY DATE is the date when a Headquarters Realty Specialist enters capitalized expenditure summaries from a completed project.

Activity that occurred on and before

Activity that occurred after -----> and on and before

Activity that occurred on and before ----->

☒ Detailed List of Additions, Deletions, and Adjustments for Capital Improvement

☐ Summary List of Additions, Deletions, and Adjustments for Capital Improvement

☐ Close Form

The Detailed List of **Additions, Deletions, and Adjustments for Capital Improvement** report is a listing all properties in the RPI that have had changes to their capitalized value within the time periods specified. It includes the changes to book value, what caused the change, and the capitalization date.

The **Summary List of Additions, Deletions, and Adjustments for Capital Improvement** report provides an Area-wide summary of previous total book value, total additions, total adjustments, total deletions, and current total book value. It is used mainly by Headquarters to satisfy auditing requirements.

Depreciation Reports –

Depreciation Reports

Note: The Depreciation Reports are based on the CAP DATE as recorded in the Capital Improvement table. The CAP DATE is the date when a project is officially completed.

Previous Depreciation - Depreciation that occurred on and before the CAP DATE of -----> 9/30/2000

Depreciation that occurred after the CAP DATE of -----> 9/30/2000 and on and before 9/30/2002

Depreciation that occurred on and before the CAP DATE of -----> 9/30/2002

☒ Depreciation -- Summarized by Area, with IHS Totals
☐ Depreciation -- Summarized by Area and Property Description
☐ Depreciation -- Summarized by Property Type
☐ Depreciation -- Summarized by Record Type
☐ Depreciation Detail -- For Each Gov-Owned Bldg, Land, or Structure
☐ Depreciation -- For Disposed Property only -- Summarized by Record Type
☐ Depreciation Detail -- For Disposed Property only

Close Form

The **Depreciation – Summarized by Area, with IHS Totals** report lists, for each Area, the average life of all real property, total acquisition costs, acquisition costs of recently disposed real property, total previous depreciation, total recent depreciation, totals accumulated depreciation, and total depreciated value. The User-selected dates will affect the data used to prepare the report.

The **Depreciation – Summarized by Area and Property Description** report lists, by property description, the average life of all real property, total acquisition costs, acquisition costs of recently disposed real property, total previous depreciation, total recent depreciation, total accumulated depreciation, and total depreciated value. The results are grouped by Area. Most Users at the Area level and below will see only data for their Area. The User-selected dates will affect the data used to prepare the report.

The **Depreciation – Summarized by Property Type** report lists, by property description, the average life of all real property, total acquisition costs, acquisition costs of recently disposed real property, total previous depreciation, total recent depreciation, total accumulated depreciation, and total depreciated value. Most Users at the Area level and below will see only data for their Area and the report will contain values identical to the previous report. The User-selected dates will affect the data used to prepare the report.

The **Depreciation – Summarized by Record Type** report lists, by record type (Building, Land, Structure), the average life of all real property, total acquisition costs, acquisition costs of recently disposed real property, total previous depreciation, total recent depreciation, total accumulated depreciation, and total depreciated value. Most Users at the Area level and below will see only data for their Area. The User-selected dates will affect the data used to prepare the report.

The **Depreciation Detail – For Each Gov-Owned Bldg, Land, or Structure** report lists details of each transaction recorded. Details include the installation number, BLS number, adjustment date, capital improvement date, capitalization code, acquisition cost, previous depreciation, recent depreciation, accumulated depreciation, and the depreciated value. The User-selected dates will affect the data used to prepare the report.

The **Depreciation – For Disposed Property only – Summarized by Record Type** report lists all property, by record type (Building, Land, Structure), disposed of between the User-selected dates. Details include record type, average life, acquisition costs, acquisition costs of recently disposed real property, previous depreciation, recent depreciation, accumulated depreciation, and depreciated value.

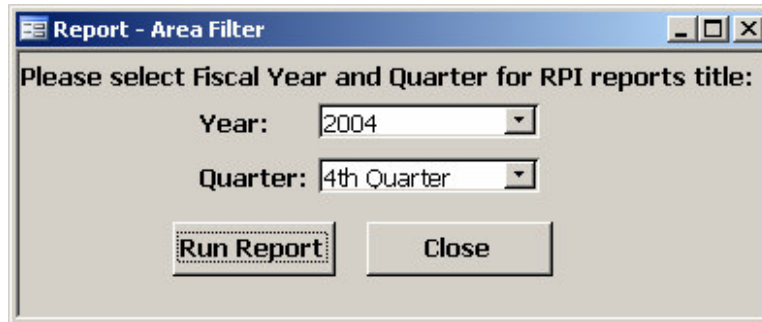
The **Depreciation Detail – For Disposed property only** report lists details of each transaction recorded regarding property that has been disposed of. Details include the installation number, BLS number, adjustment date, capital improvement date, capitalization code, acquisition cost, previous depreciation, recent depreciation, accumulated depreciation, and the depreciated value. The User-selected dates will affect the data used to prepare the report.

Real Property Detail Report (flat version) –

This report provides a different way to look at the RPI and lists details for each real-property item in the RPI. Details include the city and state where the item is located, installation name and number, BLS number and type, building description, real property code, record description, use description, detailed description, the year of acquisition, and the acquisition cost.

Area Summary –

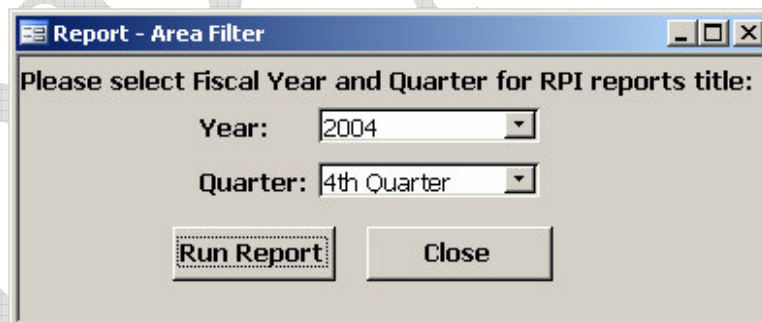
Selecting the **Area Summary** button will bring up the following window:



The User can select the year and quarter they would like the report to cover. The report is a one page summary of the Area's RPI report summarized by Use Description. It displays the total number of buildings, land, and structures, dollar values, square footage, acquisition costs, and capitalization and depreciation details. Changing the year will display current inventory with the FY selected in the header, i.e., the data displayed will be the same regardless of the year and quarter selected. This report is identical to the one produced by selecting the **Area Summary** button on the **Realty** tab at the **Main Switchboard**.

IHS Summary –

Selecting the **IHS Summary** button will bring up the following window:



The User can select the year and quarter they would like the report to cover. The report is a one page summary of the Area's RPI report summarized by Use Description. It displays the total number of buildings, land, and structures, dollar values, square footage, acquisition costs, and capitalization and depreciation details. Changing the year will display current inventory with the FY selected in the header, i.e., the data displayed will be the same regardless of the year and quarter selected. This report is identical to the one produced by selecting the **IHS Summary** button on the **Realty** tab at the **Main Switchboard**.

Screen shots of the reports were not included as clicking on the button will generate the selected report with no further interaction from the User.